

Under 18 Youth Advisory Group:

Draft¹ Terms of Reference

Purpose and objectives

- The Under 18 Youth Advisory Group (YAG) is being established to give young people an opportunity to inform and influence the development of consent, respectful relationships and sexuality education initiatives.
- Information and recommendations made by YAG members will be used to inform the design, delivery and evaluation of Teach Us Consent's education resources, campaigns and projects.
- While final decisions regarding content, resource and campaign direction remain the responsibility of Teach Us Consent, members will be informed how their feedback has influenced project decisions. Where recommendations are not adopted, Teach Us Consent will, where appropriate, communicate the rationale for those decisions.
- The Terms Of Reference (ToR) will be reviewed by the PLC YAG within the first session, and on an annual basis.

Chair

- The role of Chair will be filled by a representative from Teach Us Consent.
- The Chairperson will be responsible for the conduct of meetings, including ensuring fair and equal opportunities for participation for all members of the YAG.
- YAG members will be given the opportunity to act as Co-Chairs following the first meeting.

¹ The Terms Of Reference will be reviewed within the first YAG meeting

Terms of Reference

Membership

- The YAG will be made up of around 15 members, aged 13 to 17 years, who reside in Australia.
- The YAG will comprise a diverse group of young people and aims to include First Nations young people, young people from different cultural backgrounds, neurodivergent young people, young people with disability, LGBTIQ+ young people, and young people from rural and remote locations.
- Members must have a completed parent or guardian consent form prior to participating in the YAG.
- Ongoing participation is contingent upon this consent remaining in place. Any potential conflicts of interest of members should be declared prior to commencing engagement with the YAG.
- Members who are no longer able to participate in the YAG should advise Teach Us Consent in writing at least two weeks prior to an upcoming meeting.

Meetings

- Members are expected to participate in regular online meetings during the project period.
- Specific meeting dates will be determined from the first YAG meeting with members and in alignment with project milestones.
- Information shared in YAG meetings should be kept in confidence and not shared more broadly with others.
- During meetings, members will work in a way that is collaborative, inclusive and respectful toward other YAG members.
- Members are expected to participate from a safe and appropriate environment that supports their privacy and wellbeing.
- YAG Meetings will be recorded, and stored, by Teach Us Consent, unless directed otherwise. Members will be given the option to opting out of meeting recordings at the beginning of every session.

Supervision and support

- Members will receive gift cards at a rate of \$60 per hour for meeting participation and agreed project-related activities, including pre-reading and providing feedback on materials (within capped amounts).
- All members will undertake age-appropriate vicarious trauma training, participate in regular group supervision sessions, and have access to individual wellbeing support with a qualified mental health professional, as required.

Terms of Reference

Secretariat

- The role of Secretariat will be filled by a representative from Teach Us Consent. The Secretariat will be responsible for administrative and other supporting duties including scheduling meetings, producing meeting agendas and other materials, minute-taking and communications with members of the where appropriate.
- Agendas and any materials for review will be provided by the Secretariat to members of the YAG approximately two weeks before each scheduled meeting.

Timeframes

- Members should be available for the duration of the project, with the YAG expected to run from July 2026 to July 2027.

Child safety and safeguarding

- Teach Us Consent prioritises the safety, wellbeing and participation of all Youth Advisory Group members and is committed to providing a child-safe, inclusive and supportive environment.
- Teach Us Consent has a designated Child Safety Officer who is available to support members, respond to child safety concerns and oversee safeguarding practices throughout the project.
- At least two Teach Us Consent staff members will be present during all online Youth Advisory Group meetings.
- All Teach Us Consent staff members have current WWCC.
- Official communication with members will occur through Teach Us Consent email. Where appropriate, parents or guardians will also receive communications relating to participation.
- Telephone contact will only be used where necessary, including for urgent wellbeing, safeguarding or administrative matters.
- Members and their parents or guardians are encouraged to raise any concerns about safety, wellbeing, participation or the conduct of the Youth Advisory Group at any time. Concerns can be raised with the Chair, Secretariat or Child Safety Officer and will be managed respectfully, confidentially and in accordance with Teach Us Consent's safeguarding policies.

Terms of Reference

Sharing personal information and reporting obligations

- Members will not be asked to share personal lived experiences during Youth Advisory Group meetings, including experiences of sexual harm.
- If a member voluntarily discloses information that indicates they or another person may be at risk of harm, Teach Us Consent has legal and ethical responsibilities to respond. This may include making a report to relevant authorities where required or appropriate.
- Wherever possible, Teach Us Consent will discuss any proposed action with the member before making a report. However, in some circumstances, Teach Us Consent may be required to act with or without the member's or parent or guardian's consent to meet its safeguarding obligations.
- Appropriate wellbeing support will be offered to the affected member and, where appropriate, to the wider Youth Advisory Group.

Intellectual Property

- All intellectual property rights related to the project will reside with Teach Us Consent.
- Teach Us Consent acknowledges and values the contributions of Youth Advisory Group members, whose insights will inform the development of project outputs.